

United States Bankruptcy Court
Southern District of Florida
www.flsb.uscourts.gov

**Clerk's Instructions to Debtor for Submission of Initial Creditor Service Matrix and
Requirements for Submitting Subsequent Amendments**

I. Initial Creditor Service Matrix to Accompany the Petition

Pursuant to Local Rule 1007-2, an initial creditor service matrix (list of all creditors) must be submitted at the time the petition is filed. The matrix **must** be saved: on a 3½ inch High Density diskette, in MS DOS/ASCII text format, and as **creditor.scn** (no other filename or extension is acceptable). Debtors not represented by an attorney who do not have access to a computer may submit a service matrix on 8 ½ x 11" unlined, white paper in accordance with the attached instructions (*see Exhibit A: Preparing a Creditor Matrix*).

II. Requirements for Submitting Subsequent Amendments

A. Local Form Required: Pursuant to Local Rules 1007-2(B) and 1009-1(C), Local Form “**Debtor’s Notice of Compliance with Requirements for Amending Creditor Information**” (LF-4) must accompany any paper filed pursuant to Bankruptcy Rule 1007 subsequent to the filing of the initial service matrix or any paper filed pursuant to Bankruptcy Rule 1007 that renders the initial service matrix inaccurate or incomplete due to the addition, deletion, or modification of data [including information listed on the report required by Bankruptcy Rule 1019(5) or list required by Local Rule 2002-1(K)]. This form requires the debtor to certify that, in conjunction with the filing of subsequent amended information, the debtor has complied with other court requirements, including payment of any schedule amendment fees, the filing of any required amended papers and service of notice and other documents on affected parties.

Note: Amended schedules, summaries or other amended paper must be filed to reflect the change(s) noted on LF-4. Even if the attorney for the debtor is signing and submitting LF-4, the **debtors must still sign** schedules and other documents using the Official Form “Declaration Concerning Debtor’s Schedules” as required by the Bankruptcy Rules and Local Rules 1007-2(B) and 1009-1(C).

B. Correcting or Deleting Creditor Information: When submitting corrections or deletions to creditor information submitted on a previous service matrix you must attach a separate list to LF-4 entitled “Deletions to Creditor Information” and/or “Corrections to Creditor Information” which includes the correct name and address of the affected creditors.

C. Adding New Creditors (Supplemental Matrix on Diskette Required): When adding new creditors [including creditors added pursuant to Bankruptcy Rule 1019(5)], to a previously submitted service matrix, the debtor must submit the new creditors on diskette in the same format required for an initial service matrix (see section I above).

Note: The diskette should contain only the newly added creditors.

D. Fee Requirement for Certain Amendments: A \$26.00 fee is required to add or delete a creditor from a schedule, list or creditor service matrix, or to change amounts or classifications of creditors listed on schedules D, E or F. The fee for each paper filed, not each amendment listed on the paper. This fee is due at the time of filing the amendment.

Note: No fee is required when the nature of the amendment is to change the address of a creditor or an attorney for a creditor listed on the schedules, to add the name and address of an attorney for a listed creditor or to add creditors pursuant to Bankruptcy Rule 1019(5).

E. Notice Requirement: A copy of LF-4, amended schedules, summaries or other papers and a copy of the §341 Meeting of Creditors notice must be served on the affected party(ies). A copy of the amended schedules, summaries or other amended paper must also be provided to the U.S. trustee or panel trustee.

Exhibit A: Preparing a Creditor Matrix

These instructions must be followed exactly or the clerk's office will not be able to process your matrix. Failure to comply with matrix requirements may result in dismissal of your case. Matrices with over 1000 creditors may require special processing. Contact the Clerk's Office Operations Supervisor (Miami and Fort Lauderdale) or Deputy-in-Charge (West Palm Beach) for assistance prior to preparing the matrix for a case with over 1000 creditors.

I. Standards for Creating a Creditor List:

- (a) Lists MUST be typed in one of the following standard typefaces or print styles:
Courier 10 Pitch, Prestige Elite or Letter Gothic.
 - (b) Lists must be typed in a single column on the page.
 - (c) No letters or numbers can be closer than 1 inch from any margin.
 - (d) Each name and address must consist of no more than 5 (five) total lines, with two blank lines between creditors.
 - (e) List the creditors first name first, last name last, without titles. (i.e., Dr., Mr., Mrs., Ms.)
 - (f) Put attention or c/o references on the second line following the party's name if needed.
 - (g) Each line must **not** exceed 40 characters in length.
 - (h) Zip codes must be on the last line along with the city and state. Use a hyphen for nine digit zip codes. Use the standard abbreviations for states (see section III) which consists of two capital-letters with no periods.
 - (i) Do **not** include the following parties on your matrix: Debtor, joint debtor, attorney for the debtor, U.S. trustee or case trustee. They will be added by clerk's office staff and retrieved from the system for noticing.
 - (j) Do **not** include duplicate creditor information (i.e. same name and address).
 - (k) Do **not** put any other information on the matrix, such as a heading, date, lines, or page numbers. Case number and debtor's name should be written on diskette labels or reverse side of paper matrix.
 - (l) Do **not** include account numbers in the address.
 - (m) Do **not** use ALL CAPITAL LETTERS. Use both upper and lower case, where appropriate.
 - (n) Do **not** substitute:
- | | |
|-----------------------------------|--------------------------|
| the letter "I" for the number "1" | % for c/o |
| \ for / | + , type <i>and</i> or & |
| ~ for - | [] for () |

II. (a) Saving a creditor.scn file in WordPerfect

1. Put a blank 3.5" floppy disk in the **A:** drive.
2. If necessary, launch WordPerfect.
3. Type or enter creditor text.
4. Click on the **File** menu.
5. Choose **Save As...**. The **Save As** dialog box appears (Figure 1A).
6. From the **Save in:** drop-down list choose **3½ Floppy (A:)** (Figure 1B).
7. From the **File type:** drop-down list choose **ASCII DOS Text** (Figure 1C).
8. Erase any text in the **File name:** text box.
9. Type **"creditor.scn"** in the **File name:** text box (Figure 2A).
Use the double quotation marks; they prevent WordPerfect from adding unwanted extensions to the filename.
10. Click on **Save**. The creditor matrix is now saved on the floppy disk with the correct file name in the correct file format/type.

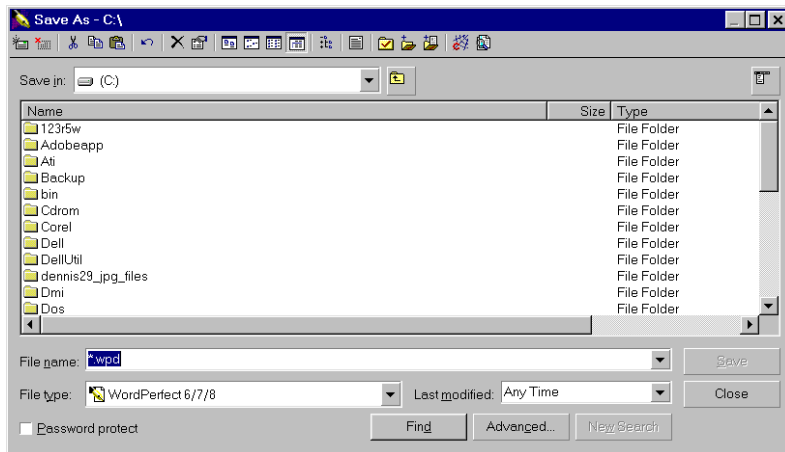


Figure 1A: Save As dialog box

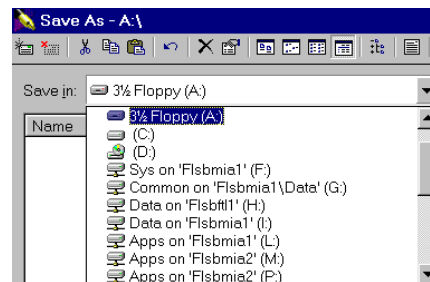


Figure 1B: Save As dialog box
(change in disk drive)

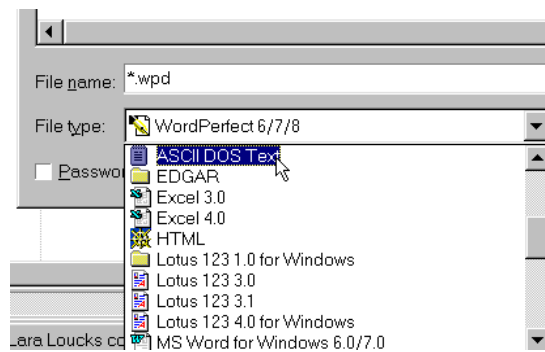


Figure 1C: Save As dialog box (change in file type)

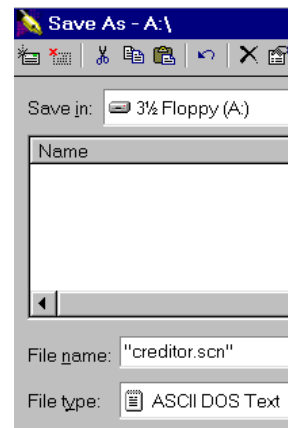


Figure 2A: Save As dialog box
(file name)

II. (b) Saving a creditor.scn file in MS Word

1. Put a blank 3.5" floppy disk in the **A:** drive.
2. If necessary, launch MS Word.
3. Type or enter creditor text.
4. Click on the **File** menu.
5. Choose **Save As...**. The **Save As** dialog box appears (Figure 1A).
6. From the **Save in:** drop-down list choose **3½ Floppy (A:)** (Figure 1B).
7. From the **Save as type:** drop-down list choose **MS-DOS Text (*.txt)** (Figure 1C).
8. Erase any text in the **File name:** text box.
9. Type **creditor.scn** in the **File name:** text box (Figure 2A).
10. Click on **Save**. The creditor matrix is now saved on the floppy disk with the correct file name in the correct file format/type.

Note: If a confirmation prompt appears questioning your desire to save in the chosen format, click on **Yes** (Figure 2B).

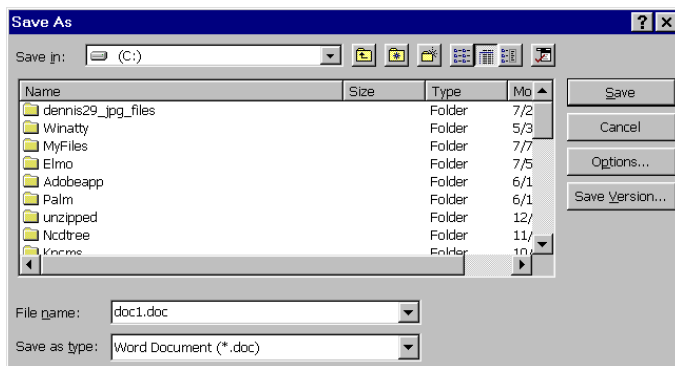


Figure 1A: Save As dialog box

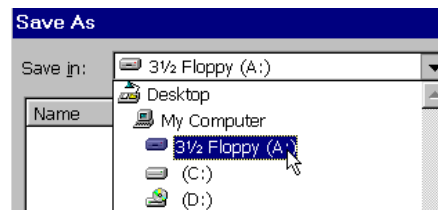


Figure 1B: Save As dialog box
(change in disk drive)

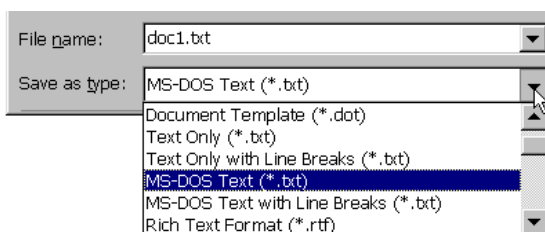


Figure 1C: Save As dialog box (change in file type)

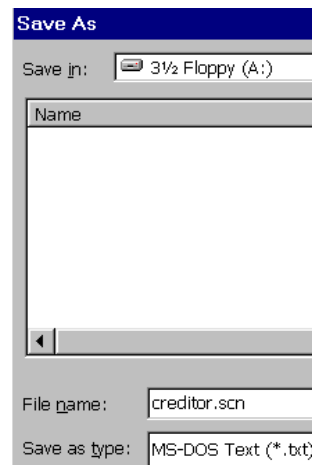


Figure 2A: Save As dialog box
(file name)

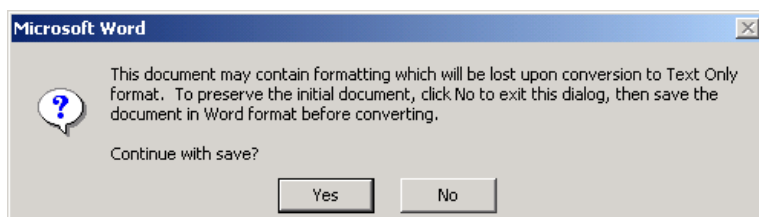


Figure 2B: sample confirmation prompt to save in chosen file format

III. U.S. Postal Service Abbreviation List

AA Armed Forces the Americas	IN Indiana	NY New York
AE Armed Forces Europe	KS Kansas	OH Ohio
AK Alaska	KY Kentucky	OK Oklahoma
AL Alabama	LA Louisiana	OR Oregon
AP Armed Forces Pacific	MA Massachusetts	PA Pennsylvania
AR Arkansas	MD Maryland	PR Puerto Rico
AS American Samoa	ME Maine	RI Rhode Island
AZ Arizona	MH Marshall Islands	SC South Carolina
CA California	MI Michigan	SD South Dakota
CO Colorado	MN Minnesota	TN Tennessee
CT Connecticut	MO Missouri	TX Texas
DC District of Columbia	MP Northern Mariana Islands	UT Utah
DE Delaware	MS Mississippi	VA Virginia
FL Florida	MT Montana	VI Virgin Islands, U.S.
FM Federated States of Micronesia	NC North Carolina	VT Vermont
GA Georgia	ND North Dakota	WA Washington
GU Guam	NE Nebraska	WI Wisconsin
HI Hawaii	NH New Hampshire	WV West Virginia
IA Iowa	NJ New Jersey	WY Wyoming
ID Idaho	NM New Mexico	
IL Illinois	NV Nevada	

IV. Sample creditor matrix

MBSA Americo Banco
PO Box 15168
Wilmington, DE 19850

First Union National Bank
POB 13765
Roanoke, VA 24037

Banco of America
PO Drawer 2601
Greensburg, NC 27419

Video Expeditions
Attn: John Miller
345 N 98 St
Hoqiam, WA 98550

Household Retail Services
c/o Mary Jones
4141 Fourth Ave #900
Seattle, WA 98121